



JOB DESCRIPTION

Whitchurch Town Council

Whitchurch Town Council is the first tier of local government and is a statutory body. The Council serves the electorate and raises its own precept.

www.whitchurchcouncil.uk

Post: Chief Officer

Responsible to: Whitchurch Town Council

Reports to: the relevant Committees of Whitchurch Town Council

Responsible for: Employees and contracted staff

Salary band: SPC 37- 41

Job purpose

1. Managing the overall operations of Whitchurch Town Council, including marketing, communications and logistics, developing and implementing strategies and policies as agreed by Whitchurch Town Council.
2. To communicate with Whitchurch Town Councillors and residents to identify policies, products and marketing strategies which will help develop Whitchurch town in a progressive and sustainable manner.
3. May make important decisions affecting direction of the business and staff.
4. The Chief Officer is the Proper Officer and RFO

Job responsibilities

These include, but are not limited to:

1. To plan, manage and monitor approved policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
2. Performing strategic business planning and implementing operational plans.

3. Implementing and directing new policies and activities as agreed by Whitchurch Town Council.
4. Reviewing the standards, performance and welfare of the Whitchurch Town Council staff team.
5. Creating and maintaining strong public relationships and channels of communication, both within and outside Whitchurch Town Council. Ensuring strong links between partners and local communities.
6. To ensure that statutory and other provisions governing or affecting the running of the Whitchurch Town Council are fully observed.
7. Attendance at meetings of the Council, committees and sub-committees as appropriate, other than where such duties have been delegated to another Officer. This includes ensuring the appropriate distribution of agendas and taking of minutes.

Management and Leadership

1. To provide clear direction to staff, ensuring they understand how to contribute to the aims of Whitchurch Town Council and be responsible for their recruitment, development, conduct, performance and safety.
2. To ensure that Whitchurch Town Council's policies provide for equality of access and opportunity amongst employees and customers and recognise and address the diversity of Whitchurch's many and varied communities.
3. To ensure that Whitchurch Town Council is transparent in all its operations, save those that remain confidential.
4. To ensure that all statutory and other best practice provisions governing or affecting the running of Whitchurch Town Council are adhered to.
5. To ensure any necessary research and analysis is undertaken so that strategic planning for Whitchurch Town Council is undertaken from an informed position.
6. To be a proactive, recognisable ambassador, representing Whitchurch Town Council as appropriate.
7. To regularly review with members Whitchurch Town Council's financial and business risks and advise how best they can be managed.
8. To oversee and monitor the financial management of Whitchurch Town Council and to report regularly to members, to ensure targets and efficiencies are fully met.
9. To identify opportunities for external funding, manage the processes to secure external funding, to agreed project targets through grants, partnerships and sponsorship, and other opportunities as may be identified.

10. To develop and maintain a performance management framework to ensure performance is measured against business plan objectives and other KPIs.
11. To manage the assets and infrastructure for which Whitchurch Town Council is responsible.
12. To undertake other tasks that may be allocated and agreed by Whitchurch Town Council within the competence and capability of the Chief Officer.

CONFIDENTIAL

Person specification [Essential – E Desirable – D]

Factor	Requirement	Method of Assessment
Qualifications	<p>D A degree or professional qualification in a relevant discipline.</p> <p>E Certificate in Local Government Administration [CiLCA] will be a requirement of the post holder.</p>	<p>Application</p> <p>Application</p>
Experience	<p>E Demonstrable experience of understanding the “big picture” and to articulate this through strategic business planning.</p> <p>E Experience managing complex businesses and teams and/or stakeholders of a variety of sizes with differing interests/priorities.</p> <p>E In strategic and operational management of a developing organisation.</p> <p>E In leading multi-disciplinary professional projects and teams.</p> <p>E In financial management and resource allocation and preparing financial information, often for complex projects.</p> <p>D In the marketing, promotion and public relations of a high-profile organisation.</p> <p>E In preparing and presenting detailed reports.</p>	<p>Application and interview throughout</p>

Factor	Requirement	Method of Assessment
	<p>D In working collaboratively with a range of stakeholders and communities.</p> <p>E In media management, including media relations, particularly in challenging circumstances</p> <p>E In providing governance and leadership to boards/councils</p>	
Knowledge and skills	<p>E Demonstrable qualities will include integrity, accountability, empathy, humility, resilience, vision, influence and positivity</p> <p>E Ability to communicate and win acceptance of the vision of Whitchurch Town Council.</p> <p>E Strong leadership, proven management, communication and negotiating skills</p> <p>E Ability to motivate staff and assist in their development.</p> <p>E An understanding of local government and an appreciation of current issues.</p> <p>E A sound knowledge and experience of financial planning and management.</p> <p>E Ability to work flexibly and balance diverse and conflicting demands, to delegate and to seek solutions.</p>	Application and interview throughout

1/12/2020